

# ADVISORY COMMITTEE APPOINTMENT PROCEDURES

## Overview and Authority

The Texas Veterans Commission (TVC) establishes advisory committees in accordance with Texas Government Code Chapters 434.0101 and 2110.

An advisory committee is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the commission to more effectively guide the organization. The advisory committee does not have formal authority to govern the organization; that is, the advisory committee may not issue directives that must be followed. Rather, the advisory committee serves to make recommendations and/or provide key information and materials to the commission. The advisory committee provides program staff with a fresh perspective on programmatic issues.

Texas Government Code §434.0101 requires TVC Advisory Committees to comply with the Open Meetings Act (Chapter 551 of the Texas Government Code).

## Committee Makeup

TVC has established four (4) advisory committees. They are:

- 1 Veterans Employment and Training Advisory Committee;
- 2 Fund for Veterans' Assistance Advisory Committee;
- 3 Veterans Communication Advisory Committee and;
- 4 Veterans County Service Officer Advisory Committee

Each committee is composed of nine (9) members. Committee members serve staggered 4-year terms (beginning January 1, unless appointed to fill a vacant/resigned position).

Committee members are appointed by and serve at the pleasure of the Commission.

Each year at the November Commission Meeting, the commissioners approve appointments to the TVC Advisory Committees to fill the positions of those members whose terms are expiring at the end of that calendar year. [Note: Due to staggered terms, every year there will be 4 or 5 positions to fill on each Committee.]

## 1. Veterans Employment and Training Advisory Committee

### Purpose

The purpose of the Veterans Employment and Training Advisory Committee is to seek the input of employers to better assist veterans in gaining successful employment and/or training.

### VE&T Committee member qualifications

Members may include individuals who are recognized authorities in the fields of:

- business;
- employment;

- training;
- vocational rehabilitation;
- labor;
- or are nominated by veterans' organizations that have a national employment program.

## 2. Fund for Veterans' Assistance Advisory Committee

### Purpose

The purpose of the Fund for Veterans' Assistance Advisory Committee is to evaluate grant applications and make recommendations to the commission.

### FVA Committee member qualifications

Committee members may include representatives from:

- veterans' organizations;
- non-profit or philanthropic organizations;
- veterans or family members of veterans;
- individuals with the experience and knowledge to assist the committee with achievement of its purpose.

Committee members may not include:

- officers, directors or employees of organizations or entities that have an open Fund for Veterans' Assistance grant during the member's tenure or that intend to apply for a Fund for Veterans' Assistance grant.

Committee members will be required to sign non-disclosure and conflict-of-interest agreements before reviewing grant applications. Committee members found in violation of the non-disclosure agreement will be prohibited from evaluating grant applications and making recommendations to the commission. Committee members found in violation of the conflict-of-interest agreement may also be removed from the committee by the commission.

### Meetings

The Fund for Veterans' Assistance Advisory Committee shall meet as needed to make grant recommendations to the commission.

## 3. Veterans Communication Advisory Committee

### Purpose

The purpose of the Veterans Communication Advisory Committee is to develop recommendations to improve communications with veterans, their families, and the public regarding the services provided by the Texas Veterans Commission and information on benefits and assistance available to veterans from federal, state, and private entities.

### VCA Committee member qualifications

Members may include representatives from:

- the communications industry;
- state agencies;
- the Texas National Guard;
- U.S. Armed Forces reserve components;
- other individuals with the experience and knowledge to assist the committee with achievement of its purpose.

## 4. Veterans County Service Officer Advisory Committee

### Purpose

The purpose of the Veterans County Service Officer Advisory Committee is to develop recommendations to improve the support and training of Veterans County Service Officers and to increase coordination between Veterans County Service Officers and TVC related to the statewide network of services being provided to veterans.

### VCSO Committee member qualifications

The majority of members shall be current, former, or retired Veterans County Service Officers, but may also include representatives from veterans' organizations or other individuals with the experience and knowledge to assist the committee with achievement of its purpose.

## APPLICATION FOR APPOINTMENT

Prior to the November Commission Meeting (September-October of each calendar year), interested applicants may download the Advisory Committee Member Application from the TVC website at: <https://www.tvc.texas.gov/about/advisory-committees/>. Candidates must complete the applications and submit them to the Deputy Executive Director, Shawn Deaby , at: [shawn.deaby@tvc.texas.gov](mailto:shawn.deaby@tvc.texas.gov). **Important note:** Veteran applicants must mail or fax a copy of their Form DD-214 to: Shawn Deaby , P.O. Box 12277, Austin, Texas 78711; (fax) (512) 463-8741.

Prior to the application period, the TVC Legal Assistant will provide a list of current committee members and the expiration of their terms to the Deputy Executive Director and the program directors.

Program directors will notify committee members of expiring terms and inform those who wish to continue to serve to reapply for appointment. (Reapplying does not guarantee reappointment). Committee members may refer coworkers and colleagues to apply.

Communications will post application information and guidelines to apply for an advisory committee position on the TVC website by September 1st of each year.

At the close of the application period, applications are collected and forwarded to the applicable program directors to review and grade.

The Deputy Executive Director shall convene a panel consisting of program staff. The panel will compile the final candidate recommendations to the commission.

The Deputy Executive Director will present the panel recommendations to the Commissioners at the November commission meeting for approval. The Commissioners will consider the panel's candidates for appointment or reappointment to the advisory committees. The Commissioners' selections will be effective January 1st of the following calendar year.

Following the November commission meeting, the Legal Assistant will notify new appointees and reappointed members of their selection to the appropriate advisory committee and provide them with the following forms to complete and return:

- Acceptance of Appointment
- Conflict of Interest Policy & Acknowledgement
- Nondisclosure Policy & Acknowledgement
- Release of Personal Information Election Form
- Training Requirements for Open Meetings Act and Public Information Act

The Legal Assistant will send written notification to applicants who were not selected to serve on an advisory committee within one week of the commission's selections. The Legal Assistant will notify the program directors once the letters are sent.

New and reappointed members must return their completed forms and training certificates to the Legal Assistant, who will maintain a log of members who are compliant with all training requirements. The Legal Assistant maintains the advisory committee members' forms and are tracked by year for each committee in an Excel spreadsheet saved in the J: drive at J:/Advisory Committees/Committee Member Lists (Legal Assistant).

Contact information for new and reappointed members is compiled by the Legal Assistant from the applications, maintained in the J: drive at J:/Advisory Committees/Committee Member Lists, and provided to program staff.

Members whose terms have expired may be acknowledged at the first calendar meeting of the new year (Second Quarterly Commission Meeting in February), or another relevant event such as a training conference.

For outgoing committee members, the Legal Assistant shall prepare "Certificates of Appreciation," and deliver them to the proper program staff.